



Terms of Reference: ICVA Forced Migration Working Group

Updated January 2025

1. Purpose

The ICVA Forced Migration Working Group (FMWG) aims to:

1.1. Bring together ICVA members across country, regional, and global levels to address forced displacement issues.

1.2. Provide a platform for:

- Information exchange and analysis to understand NGO perspectives and concerns.
- Communicating key developments in humanitarian operations and policy-level work.
- Identifying opportunities for collective advocacy on critical issues.

1.3. Facilitate progress on specific policy and advocacy recommendations by supporting members' efforts.

2. Scope of Work

The FMWG seeks to address protection, assistance and durable solutions for forcibly displaced and stateless persons, by:

2.1. Supporting collective NGO advocacy:

- Facilitating action and follow up of recommendations related to forced displacement issues.
- Bridging country/regional advocacy with global policy processes.

2.2. Strengthening institutional engagement:

- Enhance partnerships with UNHCR, Member States, other key stakeholders.
 - Promote the inclusion of displacement and stateless led organisations in global consultations and decision-making.
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3. Membership

3.1. Eligibility:

- Open exclusively to ICVA members. All members are encouraged to participate, and there are no limits on the number of NGO staff who can join.

3.2. Guest participation:

- Non-member colleagues may occasionally be invited to address specific issues.
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4. Meetings

4.1. Location:

- Hybrid meetings – at the Humanitarian Hub, Geneva, and online via a Teams link.

4.2. Frequency:

- Monthly, typically on the last Thursday of the month.
- No meetings in August or December unless requested by members.
- Ad hoc meetings can be arranged per the members' request.

4.3. Timing:

- Meetings will be scheduled for 90 minutes.
 - Time slots rotate between morning and afternoon (Central European Time) to accommodate different members.
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5. Communication

5.1. Pre-meeting:

- ICVA Secretariat to share proposed agenda and related reading to the FMWG in advance of the meeting.

5.2. Between meetings:

- Weekly “Updates and Resources” emails shared by the ICVA Secretariat with the FMWG members.



- Ad-hoc emails for urgent issues or calls for input.

5.3. Post-meeting:

- Meeting minutes and action points shared with Members following the meetings.
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6. ICVA Secretariat Responsibilities

6.1. Meeting management:

- Discuss agenda with ICVA Regional representatives and FMWG co-chair to prioritise issues for the meeting.
- Share meeting invitations at least 10 days in advance.
- Distribute draft agendas up to one week before meetings, soliciting additional agenda items.
- Invite and prepare presenters as required.

6.2. Co-chairing:

- Meetings co-chaired by the ICVA Secretariat and a rotating FMWG member (six-month 'co-chairing' term).

6.3. Record-keeping:

- Prepare and distribute meeting minutes within two weeks.
 - Maintain and share updates, ensuring relevant resources are uploaded to the ICVA website.
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7. Membership Responsibilities

7.1. Participation:

- Review the agenda ahead of the meeting and engage internal colleagues as needed. They are invited to contribute / participate on an agenda item relevant to their work.
- Actively engage in the meetings.

7.2. Information sharing:

- Provide relevant information and analysis to the Secretariat for group circulation, to support knowledge sharing among Members.



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7.3. Confidentiality:

- Ensure group-shared information remains within the Working Group and is not disseminated to non-NGO actors (e.g., Member States, UN agencies).